


## APPLICATION FOR BUILDING PERMIT / PLAN CHECK EXTENSION

Plan Checks shall expire one-year after the submittal date. Permits shall expire 180-days after the date of issuance if substantial work has not been commenced, completed, inspected, and approved. Additionally, permits shall expire if, at any time after work has commenced, further substantial work is not completed during any 180-day period. To be considered work must be inspected and approved by your Building Inspector. Thereafter, any documents submitted to the department shall be returned to the applicant or destroyed by the Building Official. Upon request, the Building Official may extend the period of permit or plan check. Please be advised that applicants are **not** entitled to an extension and this application may be denied or altered, including the imposition of conditions, at the discretion of the Building Official. The extension application fee is not refundable.

Date: \_\_\_\_\_

You can submit this form by fax or e-mail at [PSCApplication@ci.glendale.ca.us](mailto:PSCApplication@ci.glendale.ca.us)

Project Address ( each address requires separate application )	
Applicant's Name:	Mailing Address
Phone No.	
Property Owner's Name:	Mailing Address:
Phone No.	
Permit / Plan Check Number(s) - (list each permit or plan check number)	
Has an extension been granted for this project before? <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes please attach a copy of such extension)	
Reason for Extension:	
Processing Fee of \$165.73 per Permit / Plan Check ( 140.00 + 25.73 Btech )	Signature
If Submitting via fax/e-mail, credit card payment is required. Cards accepted 	
Name as it appears on the Credit Card _____	
Credit Card Number: _____	
Expiration Date: _____ CSC Number: _____	
The undersigned gives the City of Glendale Building & Safety Division permission to accept a facsimile of my signature on this faxed or e-mailed application in lieu of my "in person" signature at your office. I hereby certify that I will comply with any and all declarations and agreements on the faxed/e-mailed license application that bears my signature.	
<div style="display: flex; justify-content: space-between;"> <span>Signature _____</span> <span>Date _____</span> </div>	

**PLEASE ALLOW A MINIMUM OF TWO WEEKS FOR PROCESSING**

**STAFF USE ONLY BELOW THIS LINE**

Permit / Plan Check No. _____	New Expiration Date: _____
<input type="checkbox"/> Denied	Approved _____
Building Official	
Date (Day Stamp):	Accepted by: _____
Receipt No. _____	